

PETITIONER/PLAINTIFF:  _____ RESPONDENT/DEFENDANT:	CASE NUMBER:
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### INSTRUCTIONS

1. Complete the application on the reverse.
2. Serve copies of the completed application and the *Abstract of Support Judgment* or a **certified** copy of the judgment or order on the district attorney of the county where the judgment is entered AND the judgment debtor at his or her last known address. Service of the papers may be made by (a) personal delivery OR (b) mailing the papers by certified mail, return receipt requested, postage prepaid, to the last known address of the other party. Anyone at least 18 years of age EXCEPT A PARTY may personally serve or mail the papers. Be sure whoever serves the papers fills out and signs the proof of service below.
3. File the original application with the *Abstract of Support Judgment* or **certified** copy of the judgment or order with the court and keep three copies of each because you will need them later.

### PROOF OF SERVICE OF APPLICATION

4. At the time of service I was at least 18 years of age and not a party to this legal proceeding.
5. I served copies of the *Application for Notice of Support Arrearage* and ☐ *Abstract of Support Judgment* ☐ certified copy of the judgment or order in the manner shown below.

6. Manner of service on **DISTRICT ATTORNEY**

- a. ☐ **Personal service.** I personally delivered these papers to the district attorney as follows:

- (1) District attorney (*name*):
- (2) Address where served:

(3) Date delivered:

(4) Time delivered:

- b. ☐ **Certified mail, return receipt requested.** I deposited these papers with the United States Postal Service, in a sealed envelope with postage fully prepaid. I am a resident of or employed in the county where the notice was mailed. I used certified mail and requested a return receipt. The envelope was addressed and mailed as follows:

- (1) District attorney (*name*):
- (2) Address on envelope:

(3) Date mailed:

(4) Place of mailing (*city, state*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date: \_\_\_\_\_

.....  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF PERSON WHO SERVED THE NOTICE)

7. Manner of service on the **JUDGMENT DEBTOR**

- a. ☐ **Personal service.** I personally delivered these papers as follows:

- (1) Judgment debtor (*name*):
- (2) Address where served:

(3) Date delivered:

(4) Time delivered:

- b. ☐ **Certified mail, return receipt requested.** I deposited these papers with the United States Postal Service, in a sealed envelope with postage fully prepaid. I am a resident of or employed in the county where the notice was mailed. I used certified mail and requested a return receipt. The envelope was addressed and mailed to the other party as follows:

- (1) Judgment debtor (*name*):
- (2) Address on envelope:

(3) Date mailed:

(4) Place of mailing (*city, state*):

I declare under penalty of perjury under the laws of the State of California that the foregoing items 4, 5, and 7 are true and correct.  
 Date: \_\_\_\_\_

.....  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF PERSON WHO SERVED THE NOTICE)

8. Residence or business address and telephone number of the person who served the application

- a. on the district attorney (*specify*):
  
- b. on the judgment debtor (*specify*):